



# **2025 Capital Repair and Improvements for Seattle Shelters Serving Youth and/or Young Adults RFP**

May 14, 2025

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## I. Introduction

The Capital Repair and Improvements for Seattle Shelters Serving Youth and/or Young Adults (YYA) Request for Proposals (RFP) is seeking proposals from qualified agencies providing shelter services to youth and/or young adults experiencing homelessness in Seattle for capital repairs. The intent of the RFP is to improve the physical and mental well-being of YYA experiencing homelessness by improving the physical environments of the shelters they use.

The City of Seattle, through a Participatory Budgeting process, has appropriated \$1,850,000 for capital repairs and/or improvements to existing shelters serving youth and/or young adults ([Ordinance No. 127154](#)). KCRHA seeks to partner with applicants who can demonstrate how their services incorporate direction, authentic partnership, and feedback from YYA with lived experience of homelessness.

Centered in [KCRHA's Theory of Change](#), all proposals will be reviewed to ensure completeness, alignment with the program scope, and budget feasibility. The rating team will recommend proposals to be funded, giving preference to proposals that demonstrate how the proposed project will support confidentiality, increase privacy, expand capacity, or modernize the facility. Potential projects may encompass necessary repairs to maintain facility operations or enhancements designed to create a welcoming and restorative environment for youth and/or young adults accessing shelter services. KCRHA anticipates to award at minimum one and up to four agencies.

**The deadline for submitting a completed RFP is June 23, 2025, 11:59 PM PST.**

## II. Fund Source

Of the appropriations in the City of Seattle Human Services Department (HSD) 2024 general fund budget, \$1,850,000 is appropriated solely for capital repairs and/or improvements to existing shelters serving youth and/or young adults and may not be used for any other purpose. Funds must be spent and all repairs and improvements must be completed by December 31, 2026. The following is the fund source and budget supporting this project:

<b>Fund Source</b>	City of Seattle General Fund
<b>Total</b>	\$1,850,000.00



### III. Info Session & Timeline

Information Sessions will be held to review the RFP requirements and answer questions. Information Session details can be found in the table below. Please contact the Procurement Lead for accommodation requests at [rfp@kcrha.org](mailto:rfp@kcrha.org).

Questions submitted outside of the Information Sessions should be submitted to the Procurement Lead via email at [rfp@kcrha.org](mailto:rfp@kcrha.org); agencies will receive a response via email. The final day to ask questions related to this funding opportunity is June 16, 2025, at 5:00 PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

Questions and answers elicited during the Information Session, submitted via email, and otherwise answered by the Procurement Lead, will be posted online at:

<https://kcrha.org/resources/funding-opportunities/>.

KCRHA reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be posted on the [KCRHA website](#) under 'RFP Questions & Answers.' KCRHA reserves the right to reopen any funding opportunity if needed.

Below is an expected timeline for this funding opportunity:

Action	Date
RFP Released	May 14, 2025
Information Session Webinar <i>Participation is highly suggested but not required</i>	May 21, 2025, 12:00 PM PST <a href="#">Register for Webinar</a>  May 23, 2025, 12:00 PM PST <a href="#">Register for Webinar</a>
Deadline to Submit Questions to <a href="mailto:rfp@kcrha.org">rfp@kcrha.org</a>	June 16, 2025, 5:00 PM PST
RFP Deadline	June 23, 2025, 11:59 PM PST
Denial Notification	Week of July 28, 2025
Appeals Due	5 business days after denial notification
Award Recommendation Notification	Week of August 4, 2025
Estimated Contract Start Date	September 1, 2025



## IV. Scope of Work

KCRHA is looking to fund proposals that demonstrate the need for capital improvements<sup>1</sup> to existing facilities that improve the wellbeing of youth and/or young adults that are shelter residents. Organizations must serve Youth (12-17) and/or Young Adults (18-24) experiencing homelessness, but organizations do not need to exclusively serve youth and/or young adult populations to qualify.

Proposals must include timelines to expend all funds prior to December 31, 2026, and must be a one-time expense that will not result in a need for additional, ongoing operating funds. Eligible enhancements under this grant include projects that support confidentiality, increase privacy, expand capacity, or modernize the facility. Potential projects may encompass enhancements designed to create a welcoming and restorative environment for youth and/or young adults accessing shelter services.

Agencies must have a work plan that clearly defines the goals and objectives of the proposed improvements/repairs, what agencies will complete the steps of the project or how contractors for the project will be identified, any potential permitting or zoning issues and possible solutions, and if displacement of shelter residents that will occur as a result of the proposed project and steps that will be implemented to minimize displacement and disruption.

Include in the workplan a subcontractor/vendor evaluation, including how your agency will ensure construction quality standards, price and cost structure, financial stability licensure bonding, and compliance with any pertinent prevailing wage state.

Applicants should plan for regular on-site and/or virtual visits with KCRHA Staff or Representatives to demonstrate progress and project completion if awarded.

Agencies must provide a timeline that identifies key milestones and deliverables throughout the project and describes the methods and frequency of progress reporting to stakeholders and funders. The timeline must include the estimated date when 25 percent and 75 percent of the total funds available will be expended. 100 percent of the total funds available must be expended by December 31, 2026.

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<sup>1</sup> **Capital Improvements** increase the value of a structure, as opposed to maintenance and repair costs that only maintain the current value of the structure. Capital outlays are capitalized on a balance sheet and are depreciated over time. Repairs and maintenance costs are expensed as operating costs.



Proposals must incorporate the following:

- Integration of trauma-informed, healing-centered, and harm reduction design principles to support the creation of a healthy, supportive environment (e.g., layout, lighting, etc.) for young people
- Strategies for incorporating energy efficiency and energy saving measures (e.g., smart lighting, insulation, renewable energy, etc.)
- Design elements that support culturally responsive services, where applicable

Examples of proposed projects could include, but are not limited to:

- Community room additions or remodels
- Room additions or remodels for private/confidential conversations
- Kitchen, bathroom or laundry room remodel
- Roofing replacement
- Foundation repairs, if repair significantly enhances the foundation's structural integrity beyond its original condition
- Replacing outdated plumbing
- Upgrading electrical wiring
- Upgrading windows within the structure

### **Applicant Requirements**

Eligible applicants must meet the following criteria:

- Be a non-profit, for profit, faith-based, tribe, or tribal organization providing shelter services to YYA in Seattle, WA
- Serve Youth (12-17) and/or Young Adults (18-24) experiencing homelessness
  - Applicants do not need to exclusively serve youth and/or young adult populations
- If KCRHA contracts with the agency for the provision of homelessness services, the organization must be in good standing.

Eligible facilities/sites must meet the following requirements:

- Site receiving capital repairs must be within Seattle, WA
- Site-based shelter program that is intended to provide a safe, sanitary, accessible and suitable environment for youth and/or young adults experiencing homelessness
- Eligible shelter programs can include, but are not limited to:
  - Day shelter
  - 24-hour congregate shelter



- 24-hour non-congregate shelter
- Overnight only congregate shelter
- Overnight only non-congregate shelter

### Stakeholder Engagement

Engagement of youth and/or young adult stakeholders and ensuring their voices are heard is crucial for successful project implementation and outcomes. Applicants must provide at least one opportunity for YYA stakeholders to offer input on proposed repairs or improvements prior to starting project and one feedback opportunity post construction to assess stakeholders' satisfaction. Stakeholder engagement methods may include any of the following:

1. **Interviews** – Conduct one-on-one or group interviews with youth and/or young adults.
2. **Surveys** – Distribute surveys to gather broad input from the target population.
3. **Focus Groups** – A facilitated group discussion with representatives of the YYA population selected by the grantee.

### Site Control

Agencies must be able to demonstrate site control and a firm organizational commitment to provide continued services at the improved property for a minimum of five (5) years after the completion of capital improvements.

### Budget

Agencies must also provide a detailed budget estimating the financial support required to conduct the project and include a narrative breakdown of costs for each major component of the project.

Repairs should be listed under “Repairs and Maintenance Supplies.” Capital costs should be listed under “Other Miscellaneous Expenses” with a notation. Example:

Capital Costs – [Insert Cost Item]

## V. Allowable Costs

All costs must be associated with doing capital repairs and/or improvements to existing shelters serving youth and/or young adults. Funding is one-time only, and ongoing operational costs are not allowable through this opportunity. Any costs associated with capital improvements, construction, or public works activities must be procured through a competitive process in accordance with applicable federal, state, and local procurement laws. Funds pursuant to this



RFP cannot be used for land acquisitions or major new construction apart from improvements and renovations of existing structures.

The following categories list typical allowable and unallowable costs. This is not an exhaustive list; for more detailed information or to ask any questions please email the Procurement Lead at [RFP@kcrha.org](mailto:RFP@kcrha.org).

KCRHA is not liable for any cost incurred by applicants in the preparation of an application. Any work performed prior to the issuance of a fully executed grant contract will be done only to the extent the applicant voluntarily assumes risk of non-payment.

### **Allowable Costs**

Allowable capital costs and expenditures refer to non-recurring, durable investments in property, facilities, or equipment that extend the life or functionality of a physical asset. For shelters or housing facilities serving youth and/or young adults, allowable capital costs may include any repairs, renovations, or improvements that are permanent in nature and directly related to the use and habitability of the space.

The following are examples of appropriate capital expenditures under this RFP:

#### Building Repairs and Improvements

- Roof replacement or repair
- Plumbing, electrical, or HVAC upgrades
- Replacement of flooring, windows, doors
- Structural repairs (e.g., foundations, framing, walls)
- Mold remediation or lead/asbestos abatement
- Installation of accessibility features (e.g., ramps, lifts, ADA-compliant bathrooms)

#### Interior Renovations

- Renovation of dormitories, sleeping quarters, bathrooms, or common areas
- Kitchen remodels or upgrades to meet health/safety standards
- Construction or conversion of spaces for case management or programming
- Installation of safety features (e.g., sprinkler systems, fire alarms, security doors)

#### Energy Efficiency and Infrastructure

- Weatherization or insulation upgrades



- Installation of energy-efficient lighting or solar panels
- Water-saving fixtures or systems

#### Site Improvements

- Replacement or repaving of walkways, parking lots, or driveways
- Fencing or gates to improve site security
- Landscaping required for drainage, erosion control, or safety

#### Capital Equipment

- Commercial appliances (if permanently installed)
- Boilers, water heaters, generators
- Built-in furniture or cabinetry

#### The following costs associated with the above are permitted

- Construction Costs including subcontractor costs
  - Materials necessary for repairs or improvements
  - Labor necessary to carry out any repairs or improvements
  - Engineering services related to construction
- Machinery & Equipment Cost
  - General purpose equipment
- Indirect costs using a federally negotiated indirect cost rate agreement (NICRA) or a de minimis rate of 10%. Please note that if using an approved NICRA rate, supporting documentation must be provided.

#### Unallowable Costs

- Capital acquisition
- Operating expenses (e.g., staffing, utilities, insurance)
- Furnishings not permanently affixed (e.g., beds, couches)
- Program supplies or technology (e.g., laptops, Wi-Fi)
- Routine maintenance (e.g., janitorial services, paint touch-ups)
- Administrative overhead unrelated to capital project delivery
- New construction and land purchases
- Staff salaries and wages
- Staff fringe benefits
- Travel



### Accounting Requirements

Upon review of proposals, KCRHA may limit allowable capital expenditure costs based on the depreciation of the capital asset obtained through funding. In such circumstances, any capital expenditure proposed under this RFP must be accounted for in accordance with Generally Accepted Accounting Principles (GAAP). The Authority reserves the right to review an applicant's accounting practices to ensure compliance with these standards and may request depreciation schedules or fixed asset documentation as part of monitoring.

## **VI. Application Questions & Rating Criteria**

The following is a list of application questions and corresponding rating criteria that will be used to evaluate and score each question. These questions will be answered and submitted via Salesforce along with any other requirements outlined in this document.

Applications will be scored with a total of 100 possible points. Applications scored less than 70 points will not be considered.

### **Project Details**

Project Details questions are for information gathering purposes only and will not be rated.

1. Project Name
2. Shelter Type
  - a. Day shelter
  - b. 24-hour congregate shelter
  - c. 24-hour non-congregate shelter
  - d. Overnight only congregate shelter
  - e. Overnight only non-congregate shelter
  - f. Other
3. Project Site Address
4. Number of Youth (12-17) Served Annually
5. Number of Young Adults (ages 18-24) Served Annually
6. Do you have other sources of funding for this project? If yes, provide:
  - a. Amount of Funding
  - b. Source(s)



## Capital Repairs Workplan (50 Points)

7. Describe the programs and services currently offered at this facility and describe what programs and services are specifically for youth and/or young adults experiencing homelessness and outline the proposed capital repairs or improvements. Explain why the repairs/improvements are needed and how the repairs/improvements will reduce challenges faced by the agency and clients. **(10 Points)**

*Rating Criteria:* Proposal clearly defines a capital repair/improvement project that can be completed by December 31, 2026. Applicant explains why the repairs/improvements are needed, and what challenges are being addressed.

8. Provide a timeline that identifies key milestones and deliverables throughout the project and describes the methods and frequency of progress reporting to stakeholders and funders. **(10 Points)**

*Rating Criteria:* Proposal provides a feasible timeline that includes dates when 25 percent and 75 percent of the total funds available will be expended. Timeline allows for 100 percent of the total funds available to be expended by December 31, 2026.

9. Provide a workplan that clearly defines the goals and objectives of the improvements and/or repairs. **(30 Points)**

*Rating Criteria:* Proposal includes a detailed and clear workplan that with goals and objectives of the improvements/repairs in the following areas:

- Completion dates of each step of the project.
- How contractors for the project will be identified.
- Any potential permitting or zoning issues and possible solutions.
- If displacement of shelter residents that will occur as a result of the proposed project and steps that will be implemented to minimize displacement and disruption.
- Workplan with subcontractor/vendor evaluation, including how your agency will ensure construction quality standards, price and cost structure, financial stability licensure bonding, and compliance with any pertinent prevailing wage state.

## Partnerships (10 Points)

10. Describe how you will engage with Youth and/or Young Adult Stakeholder(s). **(10 Points)**

*Rating Criteria:* Proposal clearly describes how the organization will partner with YYA stakeholders and provides at including at least one opportunity for YYA stakeholders to offer



input on proposed repairs or improvements prior to starting project and one feedback opportunity post construction to assess stakeholders' satisfaction.

## Racial Equity & Social Justice (20 Points)

11. How will capital repairs help address disparities for youth and/or young adults who identify as BIPOC, LGBTQIA+, or as members of other historically underserved and under resourced groups? **(10 Points)**

*Rating Criteria:* Proposal clearly describes how capital repairs will improve the applicant's ability to welcome and support marginalized communities.

12. Is the facility for the proposed project American with Disabilities ACT (ADA) accessible for people with mobility limitations, and will the funds be used to improve accessibility? **(10 Points)**

*Rating Criteria:* The proposal demonstrates that the facilities are up to code and accessible for people with mobility limitations. If not, the proposal demonstrates how the funds will be used to improve accessibility for youth and/or young adults with mobility limitations. Preference will be given to proposals that demonstrate a need and plan to improve accessibility.

## Fiscal Management (10 Points)

13. Describe how your agency manages finances, including any financial systems you use. How does your agency ensure General Accepted Accounting Principles are in place to safeguard a funding award? If you do not have this ability, your agency must have an established agency acting as a fiscal sponsor and will need to provide a signed letter of agreement from your fiscal sponsor. **(10 Points)**

*Rating Criteria:* Applicant adequately describes its revenue, financial health, and financial management system. Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If the applicant lacks fiscal management capabilities, a signed letter of agreement stating an appropriate fiscal sponsor is attached.



14. Applicants must provide documentation to prove the site's existence and viability for service provision for a minimum of five (5) years. Upload all documentation via a single PDF.

**(Pass/Fail)**

*Rating Criteria:* Applicant demonstrates site control and firm organizational commitment to provide continued services at the improved property for a minimum of five (5) years after the completion of capital improvements.

## Budget (10 Points)

15. Complete the proposed Budget in the Salesforce table and upload a corresponding Budget Narrative which provides a line-by-line overview and explanation of your methodology of each budget line item requested. **(10 Points)**

Note: Repairs must be listed under "Repairs and Maintenance Supplies." Capital costs should be listed under "Other Miscellaneous Expenses" with a notation. Example:

Capital Costs – [Insert Cost Item]

*Rating Criteria:* Budget inputs address all capital repair needs. Applicant explains each budget item and its use clearly. Budget is for a one-time capital expense that will not result in a need for additional, ongoing operating funding.

## VII. Contracting Requirements

Applicants must agree and adhere to the requirements outlined below to contract with KCRHA:

1. Minimum Eligibility Requirements
  - Agencies are required to meet the requirements found on [KCRHA's website](#).
  - Minimum Eligibility documentation must be uploaded and reviewed before contracting.
2. Financial Review
  - Agencies must upload the following financial documents to be reviewed:
    - Current fiscal year's financial statements (Balance Sheet, Income Statement, and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
    - Most recent audit reports
    - Most recent fiscal year-ending Form 990
3. Performance Commitments
4. Data Collection, Evaluation, and Performance Measures



- KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Service Contract.
  - All funded agencies will participate in data collection through the King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
5. Good Neighbor Agreement
  6. A safety plan for fires and other relevant emergencies.

## VIII. Contracting Terms

Please be advised that this request is subject to the availability of funding. Note that any statements by the King County Regional Homelessness Authority, its employees, board members, or agents, including public announcements of the awardees or missives informing successful applicants of an award do not constitute a guarantee of funds or an offer to contract. All obligations to perform or pay funds are contingent upon the execution of a written agreement signed by all required parties. A binding agreement is a fully executed contract that has been signed by authorized representatives of both the awardee and the agency. No email, award letter, or other communication shall be construed as creating a contractual obligation on the part of the agency.

1. Any contract resulting from this RFP will be between KCRHA and the applicant organization.
2. Contracts may be amended to ensure that services and outcomes align with community needs or changes in the availability of funding.
3. Contractors will be required to comply with the Terms and Conditions of the KCRHA Master Service Agreement (MSA). These requirements shall be included in any contract awarded because of the RFP and are not negotiable.
4. Contractors will be required to maintain books, records, documents, and other evidence directly related to the performance of the work following Generally Acceptable Accounting Procedures (GAAP). KCRHA, or any of its duly authorized representatives, shall have access to such books, records, and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
5. Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
6. Contractors must have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification, or loss.



Please note that some projects may require compliance with prevailing wage, retainage, bonding, and competitive bidding laws. Recipients of grant funds may be subject to RCW 39.12 Prevailing Wages if the project qualifies as a public work or meets other criteria requiring prevailing wages. If applicable, contractors and subcontractors must pay prevailing wages as determined by the Washington State Department of Labor & Industries (L&I). A Statement of Intent to Pay Prevailing Wages may be required before work begins, and an Affidavit of Wages Paid before final payment. Grant recipients should consult L&I or legal counsel to determine prevailing wage obligations and any competitive bidding requirements. The applicable prevailing wage rates are available at the L&I website: <https://www.lni.wa.gov>. Public works projects may also require competitive bidding to comply with relevant state and local laws.

## IX. How to Apply

### Application Due Date

Completed applications are due by **June 23, 2025, 11:59 PM PST**.

### Application & Selection Process

All applications and required documentation must be submitted through Salesforce to be considered. KCRHA advises completing the application several days before the deadline in case you encounter any technical issues. A completed application must include the following items. Incomplete applications will **not** be rated. KCRHA reserves the right to waive minor irregularities in an application or within the process in its discretion.

Proposals must meet minimum eligibility qualifications and pass a fiscal review. An eligibility screening will verify that the agency meets KCRHA's minimum eligibility requirements, the proposal is complete and submitted on time, and if KCRHA contracts with the agency for the provision of homelessness services, a confirmation that the organization is in good standing. The application will be rated by a panel of subject matter and lived/living experts. KCRHA or the panel may decide to reopen the request for applications after review of the applications when necessary to carry out the purpose of the underlying funding.

Applications must include:

1. Answers to Program Questions in Salesforce
2. Program and Personnel Budget Table
3. Budget Narrative



4. [Minimum Eligibility Documentation](#)
5. Financial Documentation
  - a. Current fiscal year's financial statements (Balance Sheet, Income Statement, and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
  - b. Most recent audit reports
  - c. Most recent fiscal year-ending Form 990

## Salesforce Resources

Learn how to log into and navigate Salesforce with step-by-step instructions at the links below:

- [Salesforce Training Video](#)
- [Step-by-Step Salesforce Training Guide](#)
- [KCRHA Grant Management Resource webpage](#)

## Application Link

[https://kcrhagrants.my.site.com/fundingprograms/s/application/Application\\_c/Default](https://kcrhagrants.my.site.com/fundingprograms/s/application/Application_c/Default)

